

# Housing Agreement Guide

## Introduction

This guide will walk you through the Marshall University Housing Agreement process. If you need any assistance, please contact the Housing and Residence Life Office at 304-696-6765, [housing@marshall.edu](mailto:housing@marshall.edu) or by stopping by our office. We are located on the 4<sup>th</sup> floor of Prichard Hall. The office is open Monday thru Friday, 8:00 a.m. to 5:00 p.m.

## Tips

In order to access the Housing Agreement, you must have the following:

- Been admitted to Marshall University
- Your MU Net Account
  - If you do not have your MU Net Account, contact the IT Services Desk at [itservicedesk@marshall.edu](mailto:itservicedesk@marshall.edu) or 304-696-3200 for assistance.

## Starting your Housing Agreement

To start your Housing Agreement, go to <https://www.marshall.edu/housing/signupnow> and select the desired year you are wanting to attend. Then if you are a new incoming Freshmen for the Fall select the “First-Time Freshmen Housing Agreement”, or if you are a returner or transfer student select the Upper Class and Transfer Housing Agreement.

You will see a login screen that is like MyMU. User your MU Net Credentials to log in.

Once Logged in you will a screen that is similar to below.

[MyMU](#) | [Housing Site](#) | [MU Home](#) | [Logout](#)

 **Housing Agreement**

**Fall 2025 - Freshman**

Welcome Marco LeBeouf

**[1. Housing Agreement \(Start Here\)](#)**

**1a. Personal/Emergency Information**

Roommate Contact Preferences

**1b. Contract**

\*Contract Status updates every 30 minutes. If your parent/guardian just co-signed the contract, it will update on the next system check.

**1c. Room & Roommate Preference**

**1d. Meal Plan Preference**

**1e. Housing Deposit - (Waived for 2025-2026)**



Click on the **Housing Agreement link/button** to start the Housing Agreement.

# Step 1: Residency Requirement and Renter’s Insurance Information

On the next page, you will see information about Marshall University’s Residency Requirement and Renter’s Insurance information. Once you have read this, click the green “Next” button at the bottom of the page.

# Step 2: Student Information

The next step so you can provide us with some personal information. Any field that is marked with a \* (red asterisk) are required that they be filled in. The required fields on this page are:

- Cell Phone
  - If you do not have a cellphone, just enter 000-000-000
- Email address
  - Please enter an email address other than your Marshall Email. If you do not have another email address, enter your Marshall Email



## Student Information - Part 1

Here is the information the University has on file for you:

Preferred Name:	Marco	If this is incorrect, please reach out to the Registrar’s Office to update information at <a href="mailto:registrar@marshall.edu">registrar@marshall.edu</a> or 304-696-6410
Legal First Name:	Marco	
Middle Name:	TestPerson	
Last Name:	LeBeouf	
MUID:	903000000	

Let’s get additional information from you:

What is your preferred gender? (optional)

Please enter your cell phone number:

If you do not have a cell phone, please enter 000-000-0000.

Please enter an email address other than your Marshall Email:

Please Note:  
ALL official communications will go to your Marshall Email, such as but not limited to, Copy of Housing Contract, Information about Potential Roommate Requests, and your Housing Assignment and Meal Plan. Please check your Marshall Email on a regular basis.

Click “Next” below to continue.



Once you have completed this page, click the green “Next” button to continue,

## Step 3: Emergency Contacts

The next page you will be required to fill in contact information for you Emergency Contact and Clery Act Contact. Again any field that has \* (red asterisk) are required fields.

Both your Emergency Contact and Clery Act Contact can be the same person if you choose. You can click on the “Copy Emergency Contact to Clery Act-Missing Persons Contact” button to copy the information.

*\*If you completed a housing agreement in a previous semester, your information may already be filled in. If there has been any change to your contacts information, you can update them at this time.*

1 2 3 4 5 6 7 8 9 10

### Student Information - Part 2

Now let's get some information in case there is an emergency:

#### Emergency Contact Information

If there is an emergency, who do you want us to contact?

First Name:	<input type="text"/>	*	Home Phone:	<input type="text"/>	*
Last Name:	<input type="text"/>	*	Work Phone:	<input type="text"/>	
Address Line 1:	<input type="text"/>	*	Cell Phone:	<input type="text"/>	
Address Line 2:	<input type="text"/>		Email:	<input type="text"/>	
City:	<input type="text"/>	*	Relation:	<input type="text"/>	*
State:	<input type="text"/>				
Zip Code:	<input type="text"/>	*			
Country:	<input type="text"/>				

#### Clery Act-Missing Persons Contact

The Clery Act requires Marshall University report information related to missing persons on campus. Therefore, every resident is asked to provide contact information for a designated individual to be notified in the event that the resident were to go missing from campus. Note: this individual does NOT have to be a family member or your emergency contact.

If you want your emergency contact to be also be the Missing Persons Contact, click the button below.

[Copy Emergency Contact to Clery Act-Missing Persons Contact](#)

First Name:	<input type="text"/>	*	Home Phone:	<input type="text"/>	*
Last Name:	<input type="text"/>	*	Work Phone:	<input type="text"/>	
Address Line 1:	<input type="text"/>	*	Cell Phone:	<input type="text"/>	
Address Line 2:	<input type="text"/>		Email:	<input type="text"/>	
City:	<input type="text"/>	*	Relation:	<input type="text"/>	*
State:	<input type="text"/>				
Zip Code:	<input type="text"/>	*			
Country:	<input type="text"/>				

Click "Next" below to continue.

Cancel

Previous

Next

1 2 3 4 5 6 7 8 9 10

Once you have completed this page, click on the green “Next” button to continue to the next page.

# Step 4: Meal Plan Preference

One this page you will be selecting your meal plan preference.

You will have several options to choose from. First select whether you want a Weekly Meal plan or a Semester Meal Plan, then select the type of weekly/semester plan, and then finally select the amount of Dining Dollars you are wanting.

*\*Upper Class Students – Please note that this is your meal plan preference not your actual meal plan assignment. You will select this later during the Room Retention/Selection process. After Room Retention/Selection process is over, if you have not assigned yourself to a room, this preference will be used to assign your meal plan by our Assignment Staff.*



## Let's Start Building the Perfect Meal Plan for YOU in 3 Steps!

Now let's select your meal plan:

### Step 1: Type of Meal Plan

**'Weekly' plan:**

gives you a recurring balance of meals that expires Sunday night and refreshes Monday Morning. That means that if you have a predictable schedule and know you're going to eat mostly at Harless Dining Hall, then this is the meal plan for you!

**'Semester' plan:**

provides a total balance of meals that only expire at the end of the semester. That means that if you have an unpredictable schedule and don't know where or when you're going to eat on campus from day to day, then this is the meal plan for you!

**With every Meal Plan, REMEMBER:**

You must budget your meals and Dining Dollars to ensure they last the 15 weeks of the semester.

Ex: 10 meals per week is approx. 2 meals a day for 5 days. If staying on weekends you might consider the 14 weekly plan.

Ex: 175 semester plan is approx. 11 meals per week; however, this plan gives you the flexibility to eat more or less each week depending on your On-Campus schedule.

- ☐ Weekly - Recurring
- ☐ Semester - Set Amount



Once you have selected your meal plan preference, click on “Next” to continue.

# Step 5: Themed Communities Information

This step will explain all the Themed Communities that are available to you. Please read through them and take note of any of them that you might be interested in.








## Themed Communities Information

### Pick Your Community. Discover Your Herd.

Designing your college living experience starts now! Residents at Marshall University have the option to live in one of our Themed Communities. These are spaces in the residence halls that foster integrated learning, provide opportunities for personal growth and development, promote social responsibility, and help students discover their Herd.

Interested in exploring the great outdoors? We've got a Community for you! Interested in getting an advanced degree in a healthcare field and looking to live by students you can build study groups with? We've got a Community for you! Interested in living amongst fellow gamers? We've got a Community for you! To join a Themed Community, be sure to list your Community of choice as your top preference when completing the Housing Agreement.

Themed Community/ Location	Description
 <b>Location: First Year North</b>	The Art & Music Community provides students the opportunity to engage with other residents who are also interested in Art & Music. This Community is open to all students and does not require a specific major or program of study to join. Members will help their Resident Advisor determine the specific focus each year based on what they are interested in experiencing, learning about, and engaging in.
 <b>Location: First Year South</b>	The Business Community provides students the opportunity to explore the business world through collaboration with the Lewis College of Business. This Community is open Business and non-Business students alike. Members of this Community are interested in deepening their professional network, learning from Lewis College of Business faculty, staff, and partners, or developing their business knowledge base.
 <b>Location: First Year North</b>	The Outdoor Pursuits Community invites students to explore West Virginia's natural beauty, from scaling cliffs and trekking trails to finding a peaceful spot to hang a hammock. It is open to all students who crave outdoor experiences and want to get their hands dirty in the wild and wonderful outdoors of campus and beyond.
 <b>Location: First Year North</b>	The Gaming Community provides the opportunity for residents to build a neighborhood for everyone to play their favorite games be it tabletop or online. Whether you are a pro or casual gamer, this community is the place for you! When you first move in, you will be sent a survey from your Resident Advisor where you will establish what genres of gaming you are interested in and added to the MU Gaming Community Discord server.
 <b>Location: First Year South</b>	The Honors Community provides experiential and collaborative learning opportunities for residents to create purposeful links between academic, residential, and social components of the college experience. This Community is open to students of any major who have accepted their invitation into the Honors College at Marshall University. For more information about the Honors College and its requirements, please visit <a href="https://marshall.edu/honors">marshall.edu/honors</a> .


Scroll Down ↓ There's More Down Here

Be sure to scroll down to find the “Next” button to continue to go to the next page.

## Step 6: Selecting Room Preferences

On this page, you will be selecting three to five room type preferences.

To add room preferences:

1. Click on the  (Add button).
2. Select from the drop-down box your room type preference.
3. Click on “Select” to confirm the preference.

Repeat this process until you have your three to five room type preferences selected.




### Room Preferences

We have several options that freshman students can preference. We ask that you pick 3 to 5 room preferences to help out our assignments team place you in our Residence Halls.

#### Please Note:

A preference is not a guarantee. We try to place you in your first preference, if it is available. Our team works on making assignments based on the date your Housing Agreement is completed.



Room Type



Add/Edit Room Preferences

Preference Number: 1

Preferred Room Type:

How to add a Room Preference:

1. Click on the Green Plus (+).

2. Select the Preferred Room Type Preference from the drop down list.

3. Click "Save"



Once you have your preferences selected, click “Next” to continue.

# Step 7: Roommate Contact Preferences

On this step you can select your roommate contact information preferences.

*Note: Housing and Residence Life only provides this information to your assigned roommate and no one else. We recommend that you share at least one form of contact information to enable your roommate to reach out to you before move-in.*

Either select “Don’t Show” or “Show” in the drop-down boxes.

12345678910

Roommate Contact Preferences

When you receive your assignment email, your roommate's name will be shared with you. Additionally, if they chose to share their contact information, that too will be provided to you. This information includes their Marshall email address and/or cell phone number.

Below is where you can select your contact information preferences. Note: Housing and Residence Life **only** provides this information to your assigned roommate and no one else. We recommend that you share *at least* one form of contact information to enable your roommate to reach out to you before move-in.

Marshall Email:

Cell Phone:

000-000-0000

Show roommates my Marshall Email address?:

Show roommates my phone number?:

Please Note:

Please Note if "No Preference" or "Don't Show" is selected, that information will **not** be shared with your Roommate.

Cancel

Previous

Next

12345678910

Once you have completed this, click “Next” to continue to the next step.

## Step 8: Roommate Matching Questions

On this step we will be asking you some questions about yourself. Please answer the questions honestly as it will help our staff members to better match you with a roommate.

*\*All students must answer the roommate questions, even if you preference a single room or requested a preferred roommate.*

1 2 3 4 5 6 7 8 9 10

### Roommate Matching Questions

Now let's get some more information from you.

Please answer the following questions honestly, as it will better help us pair you up with a roommate.\*

Description	Preference
Do you smoke/vape?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Are you open to the consumption of alcohol, either personal or others?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
I am comfortable rooming with someone who is participating in campus carry.	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Do you consider yourself a tidy person?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Do you clean your personal space more than once a week?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Do you consider yourself a morning person?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Do you prefer to stay up late at night?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Do you prefer to sleep with a light on?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Do you prefer to sleep with some form of background noise (TV, white noise, low music, etc)?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Do you prefer a warmer living space (above 70 F)?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Are you okay with frequent daytime (10am to 7pm) visitors?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Are you okay with frequent evening (7pm to 12am) visitors?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Are you okay with your roommate having overnight (12am to 10am) visitors?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref
Are you okay sharing items with a roommate, like TV, Mini-Fridge, Microwave, etc.?	<input type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No Pref

\*

**Please Note:**  
We try to match roommates based off of these questions, but getting someone that is a 100% match may not be possible.

*\*All students must answer the roommate questions, even if you preference a single room or requested a preferred roommate.*

Almost there.... We just have a couple more things to go. Click "Next" to continue.

Cancel Previous Next

1 2 3 4 5 6 7 8 9 10

Once you have answered all the questions, click "Next" to continue.



# Step 9: Requesting a Roommate

On this step, you can request someone you know to be your roommate.

If you have a roommate:		If you do not have a roommate
To request a roommate: <ul style="list-style-type: none"><li>Ask them for their MUID.</li><li>Click on the green "Invite" button below.</li><li>Enter their MUID in the textbox and click "Search."</li><li>Once their Name appears click "Save."</li></ul>	If someone has already requested you as a roommate, you should be able to accept the roommate request below. <ul style="list-style-type: none"><li>Find your Roommate's Request.</li><li>Click on the green "Accept" button.</li></ul> Note: if their name is not appearing below, they have <b>not</b> officially requested you as a roommate. Please move forward requesting them by following the instructions to the left.	No problem. We will use the roommate matching questions you answered on the previous page to help pair you with a roommate.

1 2 3 4 5 6 7 8 9 10

Request a Roommate (Optional)

Do you know someone who is attending Marshall University and would like them to be your roommate?

If Yes...	If No...
<div>To request a roommate:<ul style="list-style-type: none"><li>Ask them for their MUID.</li><li>Click on the green "Invite" button below.</li><li>Enter their MUID in the textbox and click "Search."</li><li>Once their Name appears click "Save."</li></ul></div>	<div>No problem. We will use the roommate matching questions you answered on the previous page to help pair you with a roommate.</div>

Deadline to request or accept roommate requests is April 30th. Housing staff will do their best to honor requests prior to this date.

Request a Roommate

Status Definitions:

Invited: Person listed has been requested to be a roommate, but has not accepted it yet.

Leader: Person initiating the roommate request

Member: Person has accepted roommate request

Please Note:

You can only request one roommate or accept one roommate request at a time.

You can update your roommate request on the housing portal homepage up until April 30th.

Okay just one more thing to go. Click "Next" to continue.

Cancel Previous Next

1 2 3 4 5 6 7 8 9 10

Once you have either requested, accepted, or if you do not have a requested roommate you can click, "Next" to continue.

# Step 10: Housing Contract

This step is the Housing Contract. Please read through the contract before signing.

In order to sign the contract, you will need to enter your MUID in the MUID textbox, without spaces or dashes (ex. 903000000).

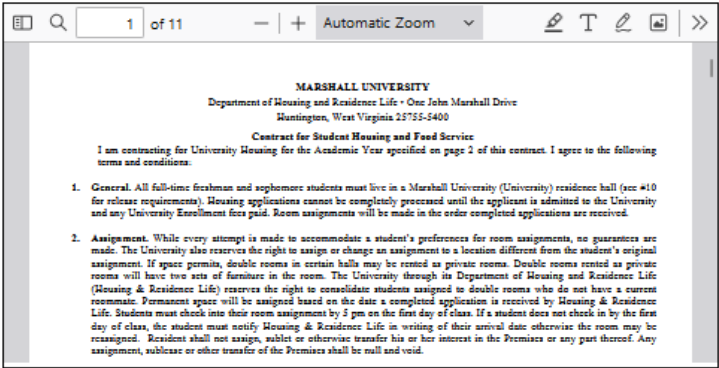
\*If you are under the age of 18 at the time of starting your Housing Agreement you will need to have your parent/legal guardian Co-Sign. To do this enter your parent/legal guardian's email address in the Co-Signature Email 1: box. This will send an email to your parent/legal guardian with instructions on how to Co-Sign the contract for you.

Once you have filled in all the required fields, click on the green "I Agree" button and then click on the "Ok" on the pop-up.



## Contract

Please be sure to read the contract below.



 [Not Seeing the Contract? Click Here.](#)

Enter your Full MUID (without spaces or dashes ex. 903000000) in the MUID box below. If required, enter your parent's email address in the Co-Signature Email, and click "I Agree" to sign this contract.

MUID:

Co-signature Email 1:

**I Agree**

Once finished, click "Next Step" below to continue.



Once you have signed the contract, click next.

## More Information after Completing your Housing Agreement

You have now completed your housing agreement. Before you log off there are a couple of things to be aware of:

- If you are under the age of 18 when you started your Housing Agreement
  - Be sure to have your parent/legal guardian check their email for the Co-Signature instructions and have them complete it.
  - Your Housing Agreement is not considered completed until it has been Co-Signed.
- Incoming Freshmen Students
  - Our Assignment Team will work on making your assignments and they will be emailed to your Marshall Email typically by the first week of June.
- Upper Class Students
  - In February, you will be able to go through the Room Retention or Room Selection Process. Emails will be sent on when Room Retention and Room Selection will be going on. If the room retention or room selection process is active, then you will see an additional button to access room retention or room selection after you have completed the Housing Agreement.

If you have any other questions or issues, please feel free contact us at [housing@marshall.edu](mailto:housing@marshall.edu) or 304-696-6765.